

ClientTrack Project Intake Form For Domestic Violence Providers

Step 1: Universal Data Collection

Please complete the following basic client information and note that all fields with an * are required fields. Universal Data Elements are required for all project participants. The response "Data Not Collected" means the question was not asked of the client and will report as missing on reports.

Basic C	lient Inforn	natio	<u>on:*</u>						
First N	ame:*					Last Na	me:*		
Middle	Name:					Suffix:			
Name I	Data Quality	·:*		So	cial	Security Number:*		Birthda	nte:*
	Full Name	Rep	orted				_		Full DOB Reported
	Partial, Str	eet	Name or			Full SSN Reported			Approximate or Partial DOB
	Code Nam	e Re	ported			Approximate or Partial S	SSN Reporte	ed	Reported
	Client Doe	sn't	Know			Client Doesn't Know			Client Doesn't Know
	Client Refu	ısed				Client Refused			Client Refused
	Data Not 0	Colle	cted	Ra	ce:	* (Select All That Apply)			Data Not Collected
Ethnici	ty:*					American Indian or Alas	ka Native	Gende	r:*
	Hispanic/L	atin	0			Asian			Male
	Non-Hispa					Black or African America	an		Female
	Client Doe	sn't	Know			Native Hawaiian or Othe	er Pacific		Trans Male (FTM or Female to
	Client Refu	ısed				Islander			Male)
		ata Not Collected				White			Trans Female (MTF or Male to
Veteran Status:*					Client Doesn't Know			Female)	
	Yes					Client Refused			Gender Non-Conforming (i.e.,
	No					Data Not Collected		_	not exclusively male or female)
☐ Client Doesn't Know			Marital Status:				Client Doesn't Know		
						Single	☐ Civil Un		Client Refused
	Data Not (Colle	cted			Divorced	\square Other		Data Not Collected
Citizen	•					Married & Living w/Spor	use	_	ale, Pregnancy Status:*
	U.S. Citize					Married & Not Living		Ц	Yes
	Eligible No					w/Spouse			Due Date:
	Ineligible I		Citizen			Common Law			No
_	y Language:		_			Living Together			Client Doesn't Know
	English		Cantone			Widowed			Client Refused
	Spanish		Mandarin						Data Not Collected
	French		Hebrew			etnamese			
	German		Turkish			galog	Relatio	nship to Head	d of Household:*
	Italian		Mien			cano		Self	
	Polish		Other			panese		Head of hou	sehold's child
	Portugese		Chinese			rean		Head of hou	sehold's spouse or partner
	Russian		Cambodian			moan			sehold's other relation
	Arabic		Hmong			nerican Sign Language		member	
	Armenian		Lao			her Sign Language			relation member
	Farsii		Thai		Ot	her-Non English			

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Contact Inform	nation:	
Address:		City/State/Zip:
Home Phone:_		Email:
Work Phone:		Message Phone:
Step 2: Proje	ct Enrollment	
Complete the	project enrollment information and please	e note all fields with an * are required fields. Complete
additional forn	ns for each household member enrolled.	
Project Start D	Pate:*	Case Manager:*
Housing Move	-In Date:* (ent	er date client took occupancy of unit–ONLY for Rapid Rehousing)
		e a client's "Housing Move-In Date" when date is known.
a. a = .		
	Assessments	
Complete the	following entry assessments and please no	ote all fields with an * are required fields.
Disabling Conc	dition:*	
-	☐ Client Refused	
	☐ Data Not Collected	
	Doesn't Know	
Prior Living Sit		
_	ELESS SITUATIONS	
		e, an abandoned building, bus/train/subway station/airport or
	anywhere outside)	
		otel paid for with emergency shelter voucher, or RHY-funded
	Host Home Shelter	
INICTIT	Safe Haven **UTIONAL SITUATIONS	
	Foster care home or foster care group h	ome
	Hospital or other residential non-psychia	
	Jail, prison or juvenile detention center	atric medical facility
	Long-term care facility or nursing home	
	Psychiatric Hospital or other psychiatric	facility
	Substance abuse treatment facility or de	•
	ORARY AND PERMANENT HOUSING SITU	
	Residential project or halfway house wit	
	Hotel or motel paid for without emerger	
	Transitional housing for homeless perso	
	Host Home (non-crisis)	
	Staying or living in a friend's room, apar	tment or house
	Staying or living in a family member's ro	
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	 Rental by client, with GPD TIP housing s 	subsid	dy				
	☐ Rental by client, with VASH housing sub	osidy					
	 Permanent housing (other than RRH) for 	forme	erly hon	neless per	rson	S	
	☐ Rental by client, with RRH or equivalent s	subsid	ly	·			
	 Rental by client, with HCV voucher (tenar 		•	based)			
	☐ Rental by client in a public housing unit			·			
	☐ Rental by client, with no ongoing housi	ng su	bsidy		OTH	IER	
	☐ Rental by client, with other ongoing ho	_	•	V		Client Doesn't Know	
	Owned by client, with ongoing housing	_		•	П	Client Refused	
	Owned by client, no ongoing housing su		•			Data Not Collected	
Length	of stay in the prior living situation:*						
	One night or less						
	Two to six nights						
	One week or more, but less than one month						
	One month or more, but less than 90 days						
	90 days or more, but less than one year						
	One year or longer						
	Client Doesn't Know						
	Client Refused						
	Data Not Collected						
Approx	ximate date homelessness started:*						
	dless of where they stayed last night – number of	 time	s the cl	ient has b	oeen	on the streets, in ES, or SH in th	ne past
_	years including today:*						·
	One Time Client Doesn't Know						
	Two Times Client Refused						
	Three Times						
	Four Times						
Total r	number of months homeless on the street, in ES,	or SH	in the	past three	e ye	ars:*	
	One month (this time is the first month)		Client	Doesn't K	(nov	v	
	2-12 months		Client	Refused			
	□ Number of months (2-12):*			Not Collec	ted		
	More than 12 months						
If the o	client's prior living situation is an INSTITUTIONA	L SITU	JATION	N, answer	the	following questions:	
Did yo	u stay less than 90 days:*						
	Yes			No			
If Yes,	then length of stay in the prior living situation:*		If No, t	hen lengt	h of	stay in the prior living situation	:*
	One night or less			90 days	or n	nore, but less than one year	
	Two to six nights			One yea	r or	longer	
	One week or more, but less than one month			Client D	oesr	n't Know	
	One month or more, but less than 90 days			Client Re	efus	ed	
	Client Doesn't Know			Data No	t Co	llected	
	Client Refused						
	Data Not Collected						

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On the night before did you stay on the streets, ES or SH:	*
Yes, approximate date homelessness started:	
□ No	
☐ Client Doesn't Know	
☐ Client Refused	
☐ Data Not Collected	
If the client's prior living situation is a TEMPORARY OR F	PERMANENT HOUSING SITUATION, answer the following
questions:	
Did you stay less than 7 nights?:*	
□ Yes	□ No
If Yes, then length of stay in the prior living situation:*	If No, then length of stay in the prior living situation:*
☐ One night or less	 One week or more, but less than one month
☐ Two to six nights	☐ One month or longer, but less than 90 days
 One week or more, but less than one month 	☐ 90 days or more, but less than one year
☐ One month or more, but less than 90 days	☐ One year or longer
☐ Client Doesn't Know	☐ Client Doesn't Know
☐ Client Refused	☐ Client Refused
□ Data Not Collected	☐ Data Not Collected
On the night before did you stay on the streets, ES or SH:	
☐ Yes, approximate date homelessness started:	
□ No	
☐ Client Doesn't Know	
☐ Client Refused	
□ Data Not Collected	
Data Not concerca	
Covered by Health Insurance:*	
☐ Yes ☐ No	
☐ Client Doesn't Know ☐ Client Refused	
□ Data Not Collected	
Type of Insurance:*	
☐ Medicaid	□ Private Pay Health Insurance
☐ Medicare	☐ State Health Insurance for Adults (HIP or HIP 2.0)
☐ State Children's Health Insurance Program	☐ Indian Health Service (Native American)
(S-CHIP; not Medicaid or HIP)	□ Other Public
☐ Veteran's Administration (VA) Medical Services	□ Other
☐ Health Insurance Obtained through COBRA	
Status:*	lo
☐ Active ☐ N	☐ Applied; decision pending ☐ Client Doesn't Know
☐ Start Date:	☐ Applied; client not eligible ☐ Client Refused
☐ End Date:	
	 Insurance type N/A for this client

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HMIS E	Barriers Assessment:*								
Alcoho	l Abuse		HIV/AI	HIV/AIDS Continued					
Barrier	Present?		Condit	Condition is Indefinite?					
	Yes	\square No		Yes	□ No				
	Client Doesn't Know	☐ Client Refused		Client Doesn't Know	☐ Client Refused				
	Data Not Collected			Data Not Collected					
Conditi	ion is Indefinite?		Menta	l Health					
	Yes	□ No	Barrier	Present?					
	Client Doesn't Know	☐ Client Refused		Yes	□ No				
	Data Not Collected			Client Doesn't Know	☐ Client Refused				
Develo	pmental Disability			Data Not Collected					
Barrier	Present?		Condit	ion is Indefinite?					
	Yes	\square No		Yes	□ No				
	Client Doesn't Know	☐ Client Refused		Client Doesn't Know	☐ Client Refused				
	Data Not Collected			Data Not Collected					
Conditi	ion is Indefinite?		Physic	Physical Disability					
	Yes	□ No	Barrier	Present?					
	Client Doesn't Know	☐ Client Refused		Yes	□ No				
	Data Not Collected			Client Doesn't Know	☐ Client Refused				
Drug Abuse				Data Not Collected					
Barrier	Present?		Condit	ion is Indefinite?					
	Yes	\square No		Yes	□ No				
	Client Doesn't Know	☐ Client Refused		Client Doesn't Know	☐ Client Refused				
	Data Not Collected			Data Not Collected					
Conditi	ion is Indefinite?		Chroni	ic Health Condition					
	Yes	□ No	Barrier	Present?					
	Client Doesn't Know	☐ Client Refused		Yes	□ No				
	Data Not Collected			Client Doesn't Know	☐ Client Refused				
HIV/A	IDS			Data Not Collected					
Barrier	Present?		Condit	ion is Indefinite?					
	Yes	□ No		Yes	□ No				
	Client Doesn't Know	☐ Client Refused		Client Doesn't Know	☐ Client Refused				
	Data Not Collected			Data Not Collected					

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<u>Domestic Violence Assessment of Victim:*</u>					Assault	Location:	
Is client	a victim of domestic	violence:*	:		Victim'	's Home	\square Victim's and
	Yes	\square No			Assaila	nt's Car	Assailant's Home
	Client Doesn't Know	☐ Clier	nt Refused		Outsid	e	☐ Workplace
	Data Not Collected				Assaila	nt's Home	\square Institution
When E	xperience Occurred:	*			College	e Campus	☐ Other
	Within the past thre	e months	☐ Client Doesn't Know	v 🗆	Friend'	s Home	□ Unknown
	Three to six months	ago	☐ Client Refused	Length	Before	Contact:	
	Six months to one y	ear ago	☐ Data Not Collected		Same [Day	☐ 1-5 Years
	One year ago or mo	re			1 Day		☐ 6-10 Years
Current	ly Fleeing:*				3-6 Da	ys	☐ 11-15 Years
	Yes	\square No			1 Wee	k to 1 Month	☐ Over 15 Years
	Client Doesn't Know	☐ Clier	nt Refused		2-6 Mc	onths	□ Unknown
	Data Not Collected				7-11 N	lonths	
Victimiz	ation Date:*			Survivo	or of Ince	est 🗆	
	ation Type:			Other (Child Sex	kual Abuse 🗆	
□ Prima	ry Victimization	☐ Seco	ndary Victimization				er Relationship to Victim
Intervie	wer:					buse (960s)	•
	nent Description:					al Abuse	
					•	logical Abuse	
Intervie	w Type: 🗆 In-Persoi	n 🗆 Phor	ne Call Only		•	Vitnessed Abuse	
Type of	Abuse:					Through Neglect	
	Physical	□ Stal	king			Type of Abuse	
	Sexual	☐ Hun	nan Trafficking			Terrorizing	
	Psychological					DUI/DWI Crash	1
Weapoi	n Used:					Elderly Abuse	
	Knife	ther				Stalking, Robbe	erv
	Gun 🗆 U	nknown				Non-DV Assaul	•
Associa ⁻	ted with DV – Alcoho	ol:				Harassment	
	Yes by Abuser ☐ Ye	es by Both				Disorderly Con	duct
	Yes by Victim 🗆 N	0				Survivor of Hor	
Associa ⁻	ted with DV – Drugs:				П	Violation of Co	
	Yes by Abuser 🗆 Ye	es by Both					
	Yes by Victim $\ \square\ N$	0		Relatio	nship to		
Length	of Violent Relationsh	ip:			Parent		☐ Spouse
	Under 1 Year 🗆 13	L-20 Years		П	Grand		☐ Intimate Partner
	1-5 Years	ver 20 Year	·s	П	Guardi		☐ Sibling
	6-10 Years	nknown		П		Family Member	☐ Acquaintance
Sexual A	Assault Type:			П		Non-Family	☐ Stranger
	Adult Sexual Assault			П		Caretaker	- Stranger
	Adult Molested As C	hild			Other !	Carctanel	
	Child Sex Abuse						
	Rape						
	Attempted Rape						
	Other Sexual Contac	t					

Legal/	Crime Information							
Law Enforcement Called:				Incider	nt Report File	ed:	Criminal Compla	
	Yes ☐ No				Yes		Went to Court 🗆	
	No ☐ Yes – but didn't respond				No		Convicted \square	
	Unknown				Unknown		Civil Resolution	
Abuser	Arrested:			Signer	of Report:		No Legal Resolut	tion 🗆
	Yes				Victim			
	No				Law Enforce	ement		
	Unknown				Other			
					Unknown			
Crimes								
Incider	nt Date:*					VOCA V	ictimization Category	
Abuser	··*					A.	Child Physical Abuse	
Abuser	DOB:					В.	Child Sexual Abuse	
Relatio	nship to Victim:					C.	DUI/DWI Crashes	
	Parent		Other Car	etaker		D.	Domestic Violence	
	Grandparent		Spouse			E.	Adult Sexual Abuse	
	Guardian		Intimate	Partner		F.	Elder Abuse	
	Other Family Member		Sibling			G.	Adults Molested as Ch	ildren
	Other Non-Family		Acquainta	ance		Н.	Survivors of Homicide	Victims
	Member		Stranger			I.	Robbery or Bank Robb	ery
Crime:	*					J.	Assault	
	Adult Survivor of Child		Incest			K.	Violent Crime	
	Physical Abuse/Neglect		Kidnappir	ng		L.	Economic Exploitation	and Fraud
	Adult Survivor of Child		Rape				Hate Crimes	
	Sexual Abuse		Robbery				Other	
	Aggravated Harassment		Sexual As	sault			Stalking	
	Assault		Stalking				/ Victimization $\ \square$	
	Bias/Hate Crime		Strangula	tion		Repeat		
	Burglary		Traffickin	g			Yes	□ No
	Criminal Mischief		Violation	of Orde	er of		Client Doesn't Know	 Client Refused
	Custodial Interference		Protectio	n			Data Not Collected	
	Child Abuse – Physical/Ne	glec	t					
	Child Abuse – Sexual							
	Domestic Violence							
	Elder Abuse							
	Harassment							
	Homicide							
	Identity Theft							

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<u>Financi</u>	ial Assessment:* Cash	Income:	* □ Yes □ No	Child E	ducation Assessment:*	
	Earned Income \$			Last Gr	rade Completed:*	
	Unemployment Insurar	nce <u>\$</u>			Less than grade 5	☐ Some college
	Supplemental Security	Income	\$		Grades 5-6	☐ Associate's degree
	Social Security Disabilit	y Incom	e <u>\$</u>		Grades 7-8	☐ Bachelor's degree
	VA Service-Connected	Disabilit	/ <u>\$</u>		Grades 9-11	☐ Graduate degree
	VA NonService-Connec	ted Disa	bility <u>\$</u>		Grade 12/High School	☐ Vocational certificate
	Private Disability Insura	ance <u>\$</u>			Diploma	☐ Client Doesn't Know
	Worker's Compensatio				School program does	☐ Client Refused
	TANF \$				not have grade levels	□ Data Not Collected
	General Assistance (GA	() <u>\$</u>			GED	
	Retirement (Social Secu	urity) <u>\$</u>		School	Status:	
	Pension/Retirement Fo	rmer Jo	o <u>\$</u>		Attending school regul	arly
	Child Support \$				Attending school irreg	ularly
	Alimony/Spousal Suppo	ort <u>\$</u>			Graduated from high s	chool
	Other Income \$				Obtained GED	
					Dropped out	
Non Ca	ash Benefits:* 🗆 Yes 🗆	No			Suspended	
	Supplemental Nutrition	n Assista	nce Program (SNAP)		Expelled	
	\$				Client Doesn't Know	
	Special Supplemental N	lutrition	Program for		Client Refused	
	Women, Infants, and C	hildren (WIC)		Data Not Collected	
	TANF Child Care Service	es				
	TANF Transportation Se	ervices		<u>Emplo</u>	yment Assessment:*	
	Other TANF-Funded Se	rvices		Emplo	yed:*	
	Other Source				Yes	\square No
					Client Doesn't Know	☐ Client Refused
	Education Assessment:*				Data Not Collected	
	rade Completed:*					
	Less than grade 5			If Yes,	Type of Employment:*	
	Grades 5-6		-		Full-Time	☐ Part-Time
	Grades 7-8		helor's degree		Seasonal/Sporadic (inc	cluding day labor)
	Grades 9-11		duate degree			
	Grade 12/High School		ational certificate	If No, \	Why Not Employed:*	
	Diploma		nt Doesn't Know		Looking for Work	☐ Not Looking for Work
	School program does		nt Refused		Unable to Work	
	not have grade levels	☐ Dat	a Not Collected			
	GED					
School	Status:					
SCHOOL	Attending school regula	arly	☐ Suspended			
	Attending school irregular	•	☐ Suspended ☐ Expelled			
	-	•	☐ Client Doesn't Know	W		
	Graduated from high so Obtained GED	LIIUUI		V		
			☐ Client Refused			
	Dropped out		☐ Data Not Collected			

Legal Assessment:*	<u>Transportation Assessment:*</u>					
Assessment Description:	Primary Transit Means:					
Are you currently involved in any of the following	☐ Own vehicle ☐ Bus					
legal situations?	\square Ride from friends/family \square VanTran					
□ Divorce	☐ Bicycle ☐ Walk					
□ Eviction	☐ Other:					
☐ Bill Collector	Vehicle Ownership:					
☐ Pending Criminal Charges	□ Own					
☐ Description:	□ Leased					
☐ Order of Protection	□ Borrowed					
☐ Probation/Parole	Vehicle Make:					
☐ Custody Issues	Vehicle Model:					
☐ Child or Spousal Support	Vehicle Year:					
☐ Warrant for Arrest	Vehicle Description:					
CPS Involvement	Vehicle Condition:					
	☐ Good running condition					
Other:	☐ In Need of Repair					
Do you currently have legal representation?	☐ Impounded					
How many days, past 30 days, experiencing legal	Vehicle Condition Description:					
representation?	Registered State:					
Legal Description Notes:	License Plate Number: Insurance Company: Insurance Renewal Date:					
	License Number:					

Other helpful resources at <u>www.IndianaBOS.org</u>.

License Expiration Date: